

INTRODUCTION TO MICROSOFT WORD

****Instructions for the trainer are in bold and caps**

PRIOR TO CLASS: Instructor opens the following (each is hyperlinked and will open if you click on them):

- [Microsoft Word Presentation](#)
- [Screen Components Quiz Presentation](#)
- [Cover Letter Document](#)
- [Certificate of Completion Document](#)

Introduction to Microsoft Word is a two (2) hour course designed to familiarize students with terminology, screen components and the most commonly used functions offered by Microsoft Word. Emphasis will be placed on proper document formatting techniques and file naming and file management conventions.

INTRODUCE yourself and ask the students to introduce themselves to one another.

ASK about their expectations... ie: "What do you hope to learn today?"

INSTRUCTION: Display [Microsoft Word Presentation](#) on overhead. Students take notes in student handbook (dotted lines are provided in the handbook for this purpose) when necessary. **ENCOURAGE** students to stop you if they have any questions.

STATE & DISPLAY Objectives:

- Identify the main components of the user interface.
- Identify the purpose of the commands on the menu bar.
- Explain the difference between copy and cut.
- Copy, cut and paste text.
- Work with the buttons on the toolbar.
- Work with the pointer in a program.
- Work with text and characters in a program.
- Explain the use of primary keyboard shortcuts and key combinations.
- Perform basic tasks by using a word processor.
- Edit and format text.
- Work with pictures.
- Work with language tools (spell check, dictionary, thesaurus).
- Identify the various benefits of using word processing software.

DEFINE Microsoft Word:

Microsoft Word is the word processing component of the Microsoft Office Suite. It is used primarily to enter, edit, format, save, retrieve and print documents.

Terminology and Screen Components:**EXPLAIN-** pay special attention to terminology:

While different versions have different appearances, they all have most of the same features. If you know what to call it, you should be able to find it in other versions.

INSTRUCTOR (ON OVERHEAD) DEMONSTRATES WHILE STUDENTS DO THE FOLLOWING:

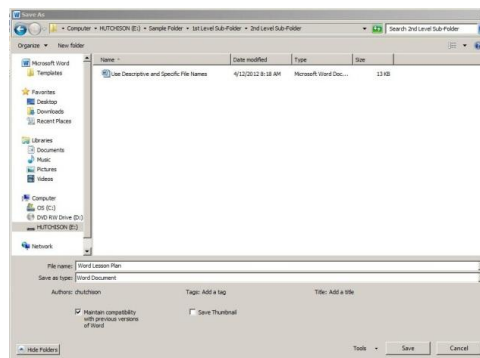
Instructor & Students open COVER_LETTER.DOCX Located in STUDENT folder (on desktop) > WORD folder > COVER_LETTER.DOCX. **PLAY:**

- Show/Hide to show “hidden” codes. Confusing at first but makes it easier to fix problems 😊
- Show codes for hard returns (enter), tabs, section breaks, blank spaces.
- Decrease font size to 12 to see what happens where the hard returns were. Delete hard returns.
- Key stroke and key stroke combinations to move quickly from one place to another within the document.
- Scrolling options

INSTRUCTOR LED FILE TAB options: **STUDENTS HAVE STUDENTS USE** the following features as time permits using COVER_LETTER.DOCX

- Save Dialog box: Save with different file name(s), in different folders (have students create), subfolders (have students create), and different file types.

ASK students to turn to page 50 in their manuals to see a picture of the SAVE as dialog box and to take notes on if they want to take notes.



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|------------------|---------------|---------------|
| • My Computer C: | • Folders | • File Types |
| • My Documents | • Sub-folders | • Files Names |

REVIEW Print dialog box options. We will be printing the Certificate of Completion document at the end of the training session!

INSTRUCTOR LED HOME TAB groups: HAVE **STUDENTS USE** the following features as time permits using COVER_LETTER.DOCX

- Clipboard
- Paragraph
- Editing
- Font
- Styles

INSTRUCTOR LED INSERT TAB groups: : HAVE **STUDENTS USE** the following features as time permits using COVER_LETTER.DOCX

- Pages
- Links
- Symbols
- Tables
- Header & Footer
- Illustrations
- Text

INSTRUCTOR LED PAGE LAYOUT Tab groups: : HAVE **STUDENTS USE** the following features as time permits using COVER_LETTER.DOCX

- Themes
- Page Background
- Arrange
- Page Setup
- Paragraph

INSTRUCTOR LED REFERENCES TAB groups: HAVE **STUDENTS USE** the following features as time permits using COVER_LETTER.DOCX

- Table of Contents
- Citations & Bibliography
- Index
- Footnotes
- Table of Authorities
- Captions

INSTRUCTOR LED MAILINGS TAB groups: HAVE **STUDENTS USE** the following features as time permits using COVER_LETTER.DOCX

- Create
- Write & Insert Fields
- Finish
- Start Mail Merge
- Preview Results

INSTRUCTOR LED REVIEW TAB groups: : HAVE **STUDENTS USE** the following features as time permits using COVER_LETTER.DOCX

- Proofing
- Tracking
- Protect
- Language
- Changes
- Comments
- Compare

INSTRUCTOR LED VIEW TAB groups: HAVE **STUDENTS USE** the following features as time permits using COVER_LETTER.DOCX

- Document Views
- Zoom
- Macros
- Show
- Window

Screen Components Quiz:

Students may work individually or in small groups to complete the Ppt. quiz Located in STUDENT folder (on desktop) > WORD folder > SCREEN COMPONENTS QUIZ.PPT

Instructor Notes:.....

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Certificate of Completion & [EOC Survey http://training.connectednation.org/landing](http://training.connectednation.org/landing)

Get the whole class working on the Every Community Online Survey and call them up one at a time to print their Certificate of Completion.

Depending on the students ability levels you can either:

Fairly Independent Students: Have students open the certificate of completion, select the line where their name goes and type in their own name, save it to a thumb drive and bring it to you to print. OR

Beginner Level Students: Have each student come up to you and type their own name in place of the preselected text and tell them how to print the certificate.